

**OFFICER RENEWAL APPLICATION**

RE 207 (Rev. 6/09)

DRE RECEIVED DATE

NOTE — Read pages 3–4 (general instructions, renewal info., mailing address, etc.) before completing this application.

To Avoid Penalty — Renew on or before current license expiration date.

1. LICENSE I.D. NUMBER

2. RENEWAL STATUS (check appropriate box)

☐ ON TIME☐ LATERENEWAL FEE
ON TIME FEE

LATE FEE

CURRENT EXP. DATE

2-YR LATE RENEWAL ENDS

COMMENT

3. **LICENSE CHANGES** — CHANGES INDICATED WILL BE EFFECTIVE THE DATE THE APPLICATION IS RECEIVED BY DRE, IF THIS APPLICATION IS FILED BEFORE THE CURRENT LICENSE EXPIRATION DATE.



Change of Personal Name



Change Corporation Mailing Address



Change Corporation Main Office Address

4. WITHIN THE SIX-YEAR PERIOD PRIOR TO FILING THIS APPLICATION, HAVE YOU BEEN CONVICTED OF A MISDEMEANOR OR FELONY? **CONVICTIONS EXPUNGED UNDER PENAL CODE SECTION 1203.4 MUST BE DISCLOSED. HOWEVER, YOU MAY OMIT TRAFFIC CITATIONS WHICH DO NOT CONSTITUTE A MISDEMEANOR OR FELONY.**

☐ YES☐ NO

5. ARE THERE CRIMINAL CHARGES PENDING AGAINST YOU AT THIS TIME?

☐ YES☐ NO

IF YES TO EITHER ITEM 4 OR 5, COMPLETE ITEM 24 ON PAGE 3.

6. WITHIN THE SIX-YEAR PERIOD PRIOR TO FILING THIS APPLICATION, HAVE YOU HAD A DENIED, SUSPENDED, RESTRICTED OR REVOKED BUSINESS OR PROFESSIONAL LICENSE (INCLUDING REAL ESTATE), IN CALIFORNIA OR ANY OTHER STATE?

☐ YES☐ NO

7. ARE THERE ANY LICENSE DISCIPLINARY ACTIONS PENDING AGAINST A BUSINESS OR PROFESSIONAL LICENSE YOU HOLD AT THIS TIME?

☐ YES☐ NO

IF YES, TO EITHER ITEM 6 OR 7, COMPLETE ITEM 25 ON PAGE 3.

8. DO YOU RESIDE IN CALIFORNIA?

☐ YES☐ NO

IF NO, A CONSENT TO SERVICE OF PROCESS (RE 234) MUST BE ON FILE WITH DRE.

9. CORPORATION NAME

10. NAME – LAST

FIRST

MIDDLE

11. **NEW** PERSONAL NAME (See page 3) – LAST

FIRST

MIDDLE

12. BIRTH DATE (Month/Day/Year)

13. BUSINESS TELEPHONE (Include area code)

14. RESIDENCE TELEPHONE (Include area code)

CORPORATION INFORMATION

15. CORPORATION MAILING ADDRESS – STREET ADDRESS OR POST OFFICE BOX

CITY

STATE

ZIP CODE

16. CORPORATION MAIN OFFICE ADDRESS – STREET ADDRESS (DO NOT LIST A POST OFFICE BOX)

CITY

STATE

CA

ZIP CODE

FOR DRE USE ONLY

PROCESSOR NUMBER AND DATE PROCESSED

LICENSE EFFECTIVE DATE

LICENSE EXPIRATION DATE

OFFICER

VIOLATIONS

COMMENTS/FORM LETTERS

17. Is the corporation currently in good standing with the Office of the Secretary of State? ☐ YES ☐ NO
 IF NO, provide explanation.

Broker Escrows

18. Did the corporation, in the last 12 months, conduct in-house escrows with respect to its licensed real estate activities? ☐ YES ☐ NO
 If YES, how many? (# of escrows) (920)

Mortgage Loan Brokering

- 19a. Did the corporation, for compensation in the past 12 months, make or arrange (broker) loans secured by real property or sell existing notes secured by deeds of trust? ☐ YES ☐ NO
- 19b. If YES, in the past 12 months:
- 1) How many loans were made or arranged (brokered)? (# of loans) (921)
 Estimated aggregate dollar amount \$ (921)
 - 2) How many notes were sold? (# of notes) (922)
 Estimated aggregate dollar amount \$ (922)
 - 3) In how many of the loan transactions did you also represent for compensation the buyer or seller in the purchase transaction? (# of loans) (939)
- 19c. The source of funds for loans made or arranged (brokered) were (check all appropriate boxes):
- | | |
|--|---|
| <input type="checkbox"/> Private investors (923) | <input type="checkbox"/> Mortgage bankers/brokers (926) |
| <input type="checkbox"/> Depository institutions or their subsidiaries (924) | <input type="checkbox"/> Other (specify): (927) |
| <input type="checkbox"/> Finance lenders (925) | |
- 19d. Existing notes were sold to (check all appropriate boxes):
- | | |
|--|---|
| <input type="checkbox"/> Private investors (928) | <input type="checkbox"/> Finance lenders (931) |
| <input type="checkbox"/> FNMA, FHLMC and GNMA (929) | <input type="checkbox"/> Mortgage bankers/brokers (932) |
| <input type="checkbox"/> Depository institutions or their subsidiaries (930) | <input type="checkbox"/> Other (specify): (933) |

Mortgage Loan Servicing

- 20a. Did the corporation, for compensation in the past 12 months, collect loan payments from borrowers for lenders/note owners or on behalf of obligors of promissory notes? ☐ YES ☐ NO
- 21b. If YES, the estimated dollar volume collected in the past 12 months:
- 1) for lenders or note owners was \$ (934)
 - 2) on behalf of obligors (borrowers) was \$ (935)

Property Management

22. Did the corporation, for compensation in the past 12 months, engage in property management? ☐ YES ☐ NO
 If YES:
- 1) How many units were managed? (# of units) (936)
 - 2) What was the dollar amount in rent or lease payments collected? \$ (937)

Officer Certification

I certify under penalty of perjury that the answers and statements given in this application are true and correct and that if licensed I will not violate any provisions of the Real Estate Law nor abuse the privileges of a real estate licensee. I understand that if I fail to qualify for renewal for any reason or withdraw this application the Department of Real Estate cannot refund the fees remitted with this application.

I hereby grant to the Real Estate

Commissioner of the State of California and his authorized Department of Real Estate representatives, pursuant to Business and Professions Code 10145 and 10146, the authority to examine the financial records of any trust fund account that I maintain in a financial institution, wherever located, for any period of time in which I hold a real estate license or have the right to renewal of such real estate license or which relates to a transaction which occurred when

I held such a real estate license. I understand that the information to be obtained from the financial records of my trust fund account(s) is for the purpose of aiding the Commissioner in his statutory duty to enforce the provisions of the Real Estate Law.

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation.

23. SIGNATURE OF APPLICANT

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DATE

NOTE: Attach this sheet to renewal application before mailing/delivering to DRE.

CORP. IDENTIFICATION NUMBER

CONVICTION DETAILS

"Convicted" as used in Item 4 includes a verdict of guilty by judge or jury, a plea of guilty, a plea of nolo contendere (i.e., "no contest"), or a forfeiture of bail in the courts (including military courts) of any state, commonwealth, possession or country. Convictions within the six-year period prior to filing this application must be disclosed, even if the plea or verdict was set aside, the conviction dismissed or expunged, or you have been pardoned.

24. DETAILED EXPLANATION OF ITEM 4 AND/OR 5.

COMPLETE ONE LINE FOR EACH VIOLATION AND PROVIDE EXPLANATION BELOW. IF YOU ARE UNABLE TO PROVIDE THIS INFORMATION, PROVIDE ALL THE REQUESTED INFORMATION YOU CAN LOCATE, WITH AN EXPLANATION FOR THE MISSING INFORMATION. IF THE CONVICTION STATUS HAS BEEN SUBSEQUENTLY CHANGED OR REDUCED, NOTE THAT FACT IN THE AREA PROVIDED FOR ADDITIONAL INFORMATION.

ATTACHMENTS FOR ADDITIONAL INFORMATION: SPECIFY WHICH LINES YOU ARE REFERRING TO. **EACH ADDITIONAL SHEET MUST BE SIGNED BY APPLICANT.**

- * CODE SECTION VIOLATED (i.e., 1014, 484, ETC.)
- ** CODE VIOLATED (i.e., U.S. CODE, PENAL CODE, ETC.)
- *** DISPOSITION (i.e., PROBATION, PAROLE, FINE, LENGTH OF TERM, etc.)

COURT OF CONVICTION (Name and Address)	ARRESTING AGENCY (Name and Address)	DATE OF CONVICTION	TYPE OF CONVICTION	* CODE SECTION VIOLATED	** CODE VIOLATED	***DISPOSITION	CASE NUMBER
Example: Sacramento Cnty. 456 Main St., Sac	Sacramento City Police 123 Main St., Sac	2/20/87	<input type="checkbox"/> Felony <input checked="" type="checkbox"/> Misdemeanor	484	Penal Code	6 months probation and \$200 fine	1234
24A.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				
24B.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				

25. DETAILED EXPLANATION OF ITEM 6 AND/OR 7. IF NEEDED, EXPLANATION MAY BE PROVIDED BELOW.

25A. TYPE OF LICENSE	25B. LICENSE ID NO.	25C. LICENSE EXPIRATION DATE	25D. STATE
25E. ACTION (revoked, etc.)	25F. DATE OF ACTION	25G. DATE ACTION TERMINATED	25H. CODE SECTION VIOLATED

ADDITIONAL INFORMATION: SPECIFY AREAS WHICH YOU ARE REFERRING TO.

26. SIGNATURE OF APPLICANT, IF ITEM 24 OR 25 ABOVE IS COMPLETED

DATE

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INSTRUCTIONS AND GENERAL INFORMATION

General Information

- ✓ Type or print clearly in black or blue ink (do not use red).
- ✓ **Complete items 1 through 26.**
- ✓ Acronyms or form numbers used in the following instructions:

B&P	Business & Professions Code
RE 203	Branch Office Application
RE 204A	Corporation Change Application
RE 205	State Public Benefits Statement
RE 206	Exam & Licensing Fees
RE 207	Officer Renewal Application
RE 218	Corporate License Instructions
RE 251	Continuing Education Course Verification
RE 909	Credit Card Payment
- ✓ Failure to correctly complete the application, including the conviction information, will result in processing and issuance delays.
- ✓ Business and mailing addresses are public information and are available to the public. Please consider this, especially when identifying a mailing address.

- ✓ If you electronically re-create this form to facilitate completion on a computer, the form should not be altered in any manner. To do so, could result in disciplinary action. Also, please make certain you do not delete any pre printed information and are using the latest version of the form.

Change of Personal Name

Enter complete new name. Attach verification of name change (i.e., legible copy of drivers license, marriage certificate, court order, etc.). Sign this application with your new name.

Branch Office

Branch offices are renewed only when the designated officer of the corporation is renewed. Complete RE 203 to *add* new offices or to *cancel* existing offices.

On-Time Renewal

RE 205 (see *Proof of Legal Presence*), 207, 251, and appropriate fee must be submitted to DRE on or before the expiration date to be considered on-time and avoid lapse of license rights. Applicants who file prior to their expiration date should receive their license certificate on or after the expiration date. Applications for renewal should not be submitted more than 90 days prior to the expiration

date. **Pursuant to Section 10156.2 of the B&P Code, eligible renewal applicants who submit an application, together with the proper fee, and good faith evidence of completing the continuing education requirement, prior to their license expiration date may continue operating under their existing license until such time as they are notified otherwise by the Department.** Such notices sent by the Department will take effect five days after the date they are mailed.

Late Renewal

All broker licensees are allowed two years beyond the license expiration date to renew on a late basis. RE 205 (*see Proof of Legal Presence*), 207, 251, and appropriate fee must be received by DRE within two years of the expiration date. **While the license is expired no activities requiring a license may be performed.** A late renewal will not be effective until all requirements have been met, received and processed by DRE. **Failure to submit proper late renewal requirements within two years from license expiration date will result in forfeiture of renewal rights.**

Upon corporation license expiration date all branches, DBA's and employees will be disassociated. Proper documentation will be required to reinstate them.

Late renewals will be subject to all education and fee requirements effective at the time of license application.

Filing Procedure

The documents and fee may be submitted in person at any District Office or mailed to the Sacramento office. Timely submittal of the renewal requirements is determined by the official U.S. Postal Service postmark. Business of ce meter-stamp dates are not acceptable as evidence of timely submittal.

Continuing Education (CE)

Licensees must complete 45 hours of approved continuing education courses, seminars, or conferences within the four year period immediately prior to their license renewal. **Please review the current specific continuing education course requirements on the Continuing Education Course Verification form (RE 251).** Evidence of the completed education must be presented on that form and submitted with the renewal application and appropriate renewal fee.

Note: Continuing education course credit expires four years from the course completion date.

CE need not be submitted by officers who are currently licensed with individual broker status.

DO NOT submit course completion certificates.

Exemption from CE— Only applies to individuals who have been licensed in good standing for 30 continuous years in California and who are at least 70 years old. (Section 10170.8 B&P Code.)

Corporation License Changes

Use RE 204A to make the following changes for the corporation: Change of corporation mailing address*, main office address*, or corporation name; add or cancel a fictitious business name; or change designated officer to another licensed officer. If changing corporation officers, review RE 218 for possible additional filing requirements.

* *The renewal application may also be used.*

Fees & Mailing Information

Fees— Refer to Exam & Licensing Fees (RE 206) for current fees. Please keep in mind that fees are subject to change. All fees are nonrefundable per B&P Code 10207.

Acceptable Payment Methods— Cashiers' check, money order, check or credit card.

- Make check or money order payable to:
Department of Real Estate
- Credit card payments must be submitted with a Credit Card Payment (RE 909) form.

Mail To — Department of Real Estate, P.O. Box 187004, Sacramento, CA 95818-7004

Proof of Legal Presence

Effective August 1, 1998, all real estate salesperson, broker, officer, and mineral, oil and gas broker licensees, must submit proof that they have legal presence in the United States before a renewal license can be issued. A proof of legal presence document (i.e. birth certificate, resident alien card, etc.) must be submitted by renewal applicants with a State Public Benefits Statement (RE 205). Please refer to that form for further instructions and information.

If you have submitted proof of citizenship, or permanent resident alien status, since August 1, 1998, you will not be required to submit that information again. If you have only submitted evidence that you are a resident alien with temporary status, you must submit proof of legal presence with this application.

Notice of Appeal Process

The Department of Real Estate has established time periods for the processing of permit applicants as required by the Permit Reform Act (Government Code Section 15374 et seq.). These time periods are set forth in the regulations of the Department of Real Estate at Regulation 2709, Chapter 6, of Title 10, of the California Code of Regulations. Failure to comply with these time periods may be appealed to the Secretary of the Business, Transportation, and Housing Agency, 801 K Street, Suite 1918, Sacramento CA 95814-3520, pursuant to the regulations of the Secretary set forth in Chapter 6 (commencing with Section 7600) of Title 21 of the California Code of Regulations. Under certain circumstances, the Secretary may require the Department of Real Estate to reimburse the applicant for the filing fees paid in connection with the application. This notice applies to real estate broker and mineral, oil and gas broker renewal applications which are filed on a late basis only.

Privacy Notice

Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. *Each individual has the right to review personal information maintained by this Agency, unless access is exempted by law.*

Department of Real Estate	Managing Deputy Comm. IV
2201 Broadway	Licensing, Exam., & Education
Sacramento, CA 95818	Telephone: 877-373-4542

General powers of the Commissioner, Sections 10050, 10071, and 10075 of the Business and Professions Code authorizes the maintenance of this information.

Business and Professions Code Section 30, Chapter 1361, Section 1, requires each real estate licensee to initially provide to the Department of Real Estate his or her social security number which will be furnished to the Franchise Tax Board. Your social security number shall not be deemed a public record and shall not be open to the public for inspection. The Franchise Tax Board will use your number to establish identification exclusively for tax purposes.

The Real Estate Law and the Regulations of the Commissioner require applicants to provide the Department with specific information. If all or any part of the required information is not provided, processing may be delayed. In addition, the Commissioner may suspend or revoke a license, or in the case of a license applicant, may deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license.

The information requested in this form is primarily used to furnish license status information to the Department's Regulatory Section, and to answer inquiries and give information to the public on license status, mailing and business addresses and actions taken to deny, revoke, restrict or suspend licenses for cause.

This information may be transferred to real estate licensing agencies in other states, law enforcement agencies (City Police, Sheriff's Departments, District Attorneys, Attorney General, F.B.I.), and any other regulatory agencies (i.e., Department of Corporations, Department of Insurance, Department of Consumer Affairs, California Bar Association).